

REQUIREMENTS FOR AND EXPLANATION OF FACTUAL FINDINGS IN SUPPORT OF DIVISION SCORING DETERMINATIONS

Background

As a result of public, applicant, and OHMVR Commissioner comments and requests to improve the 2006 grant process, a number of changes were made to the regulations. One such change is the requirement for the Division to provide factual findings which support the evaluation scores awarded to the project.

The process outlined below was followed for determining scores and producing the factual findings in support of the scores.

The Evaluation Process

Factual findings reflect the evidence found in the application concerning each criteria. This is done in keeping with the requirement for statements made in the application to be supported by factual references.

Generally there are three types of findings:

- (1)** The application did not address the evaluation criteria, thus no points were awarded;
 - (2)** Conclusionary or summary statements without further analysis or factual support resulted in lower scores. These conclusionary or summary statements are referenced in the panel's factual findings;
 - (3)** The applicant provided more extensive analysis supported by factual information resulting in a higher score. These factual findings are quoted or summarized.
- Five member evaluation panels evaluated each funding category. Each panel included one or more staff members having experience with the types of project to be evaluated.
 - The panel members individually reviewed each application to identify information and factual references supporting the analysis of needs and benefits related to each of the scoring evaluation criteria.
 - Each panel met as a group to discuss their findings, reach consensus on the panel score for each project criteria, and document the facts from each application on which the scores were based.
 - The factual findings and scores produced by the evaluation panel contained on these pages, together with the applications on which the factual findings are based, constitute the record on which the Division has made its project rankings and funding determinations.

Grant Program Regulation Requirements

The following is a summary of the various requirements pertaining to the evaluation process contained in the 2006 Off-Highway Motor Vehicle Recreation Grants and Cooperative Agreements Program Regulations ("Grant Regulations"). References are to either Grant Regulation sections or to the Application Instructions incorporated by reference as part of the Grant Regulations.

- Each project application shall include an analysis of project needs and benefits that addresses the evaluation requirements and criteria contained in Chapter 2 of the Application Instructions (Section 4970.53(e)(8)).
- Each type of project is competitively evaluated by a system consisting of evaluation criteria, scoring, ranking and funding determinations as indicated in Chapter 2 of the Application Manual (Section 4970.69).
- An OHMVR Commission grant program subcommittee may be designated to review the applications as evaluated by the Division and make recommendations to the full Commission. The full Commission may accept the recommendation of the grant program subcommittee or may revise the scores given by the Division or the subcommittee based on the applications and any other factual information pertaining to the scoring criteria. (Section 4970.70(c) and (d)).
- Thirty days prior to the scheduled Commission subcommittee meeting, applicants and the Commission will be provided with the project scores and factual findings supporting the scores, project ranking(s), and project funding determination(s). The scores, factual findings, ranks and funding determinations will be posted on the Division website. (Chapter 2, page 3 of 19).
- An evaluation panel of not less than five division staff members will evaluate how well the projects meet the evaluation criteria, supported by factual documentation and information. (Chapter 2, page 4 of 19).
- The applicant's analysis of project needs and benefits must address each of the criteria for each project type and be based on documented factual conditions or statistics. Unsubstantiated conclusions, general or summary statements will not receive points (Chapter 2, page 4 of 19).